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Memo to ARO's
22 MAR 1963

To : ARO's (See Distribution)

From : Records Administration Officer

Subject: Correspondence Management

1. The Agency Handbook [redacted] on Correspondence Style and Procedures is being revised. In the interim period we feel that the attached materials on correspondence management may be helpful to you and other members of your component. These may be displayed where others may see them or routed to persons within your area who handle your correspondence. STAT

2. The Handbooks on Plain Letters, Guide Letters, and Form Letters were published by the National Archives and Records Service, GSA, and are used extensively in correspondence workshops conducted by that agency. The remaining handouts do not reflect the current organizational structure of this Staff, however, we make these available to you as the information contained therein is of current use.

3. If you would like additional copies of any of this material or if you have any questions on correspondence management please call us.

[redacted] STAT

Enclosures:
Plain Letters
Guide Letters
Form Letters
Letterex
Correspondence Management-
Aids and Accomplishments
Correspondence Management Pamphlet
Notice on Data Guides (Reference Aids)

RMS/RDBr:[redacted]:lg[redacted] March 22, 1963) STAT STAT

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